

(Date)

(Name/Address)

Dear :

Effective at (time) on (date), you will be terminated from your temporary employment in the position of (job title) with the City of Duluth.

You are being terminated due to your failure to successfully meet the following job expectations:

(Insert list of documented deficiencies)

If you are a qualifying veteran, then you may be entitled to a hearing before the Civil Service Board. To have such a hearing, you must make written request to Gary Meier, Manager, Human Resources, at Room 313 City Hall within sixty days of today. You may be paid until the hearing process is complete, not to exceed sixty days from today.

If you have any questions regarding the terms of this separation, please speak with (supervisor).

ACKNOWLEDGEMENT BY EMPLOYEE OF NOTICE

Did you receive this notice on (Date)? _____ (Write "yes" or "no")

Employee Signature